

# **ARTIST GRANT GUIDELINES AND APPLICATION**

## **Utah Arts Council**

All creative endeavors originate with the individual artist.

### **The Utah Artist Endowments**

A challenge grant awarded to the Utah Arts Council (UAC) from the National Endowment for the Arts in 1991 founded the Individual Artist Endowment and the Ethnic Arts Endowment.

Interest generated by these endowments is designated for grants and fellowships for the finest artists of Utah, as determined by peer review. Tax-deductible contributions to the endowments continue to support our state's artists in perpetuity.

### **Artist Services**

In addition to Artist Grants for specific artist-initiated proposals, the Artist Services program administers the Utah Artist Endowment Campaign to increase grants and fellowships for artists. At the Rio Grande Depot, the UAC maintains an Artist Resource Center, a library and work space for artists where regular professional development workshops take place. The UAC also offers *ArtOps*, a free quarterly newsletter of artist opportunities.

## **Individual Artist Grant Guidelines**

### **PURPOSE OF ARTIST GRANTS**

Individual Artist Grants of **up to \$1200** aim to:

- assist and support professional and emerging artists
- encourage individual artistic development
- recognize the significant contribution artists make to the creative environment of our state, and
- nurture the individual artist's creativity

### **ARTIST GRANTS FUNDING PRIORITIES**

Emerging and established artists in all disciplines may apply for up to \$1200. Funds may be used to support a range of activities so long as the primary focus is on creative development and growth. This could include, for example:

- supplies, equipment, or time necessary for the development, completion or presentation of new work
- documentation of work
- travel for artistic research or to present or complete work
- advanced workshops for professional development

## ARTIST GRANTS FUNDING LIMITATIONS

- proposals eligible for funding under other Utah Arts Council program
- activities not directly related to the enhancement of an artist's career
- costs associated with any degree (i.e., tuition, fees, materials, teaching materials, or teaching programs)
- activities involving any organization employing the applicant
- any costs incurred prior to the official start date of the grant period

## COLLABORATIONS

Collaborative proposals between two or more artists whose artistic contributions to the project are equal are eligible for support. Applications must clearly indicate the creative contribution of each collaborator. **The application must be made in the name of one of the artists only**, with the names of other participants listed in the project description. Artist resumes and support materials must be submitted for each collaborator, clearly labeled with names of all artists making application. Collaborative applications should be delivered or mailed jointly. If collaborative applications are awarded a grant, the applicant artist assumes responsibility for sharing the total award.

Artists who are normally part of a group may apply individually, provided all artistic documentation is easily identifiable as solely his/her own.

## FOLK AND ETHNIC ARTISTS

Quilters, leather workers or other community-based folk artists producing the finest examples of their art form are eligible to apply, as are emerging or professional ethnic artists working in any tradition, style or discipline. Please note that ethnic artists working in their own national art forms are also eligible for support through ***Ethnic Arts Grants***.

## ELIGIBILITY

**You are eligible to apply for an Artist Grant if:**

- you are a professional artist. ("Emerging artists" are here defined as just beginning their *professional* lives as artists.)
- you have lived in Utah for at least a year prior to the application deadline. (Evidence of U.S. and state residency may be required.)
- you are 20 years of age or older

**You are not eligible to apply if:**

- you produce art as a hobby
- you are a student pursuing a degree at the application start date
- you have received an Artist Grant within the last two years
- you are a past Artist Grant recipient and have not submitted a report letter
- you received a UAC Publication Prize or Fellowship in the current fiscal year
- you are a UAC staff or board member

## REVIEW PROCESS

Applications are reviewed by discipline specific peer panels, approved by a board committee, and ratified by the Utah Arts Council Board of Directors. Reviewers are recognized for expertise in their discipline as well as for their broad understanding of contemporary and ethnic art.

A UAC board member who is an artist or arts professional may serve on a peer panel. Peer panelists generally serve for one year. The reviewers' names are published in the UAC annual report. Individual proposals and resumes are discussed and considered together with the quality of work samples. Reviewers have flexibility in assigning dollar amounts to awardees.

## EVALUATION CRITERIA

**Grants are not based on need, but on artistic merit.** The following criteria, with the first being of primary importance, affect evaluation:

- aesthetic quality, invention, consistency in body of work, and accomplishment and promise as exhibited in support materials
- specificity and clarity of artist's proposal
- evidence that the proposed activity is an extension of the artist's work or aesthetic interest
- level of professional commitment as demonstrated in resume

## GRANT DEADLINE

There is one deadline per year for Artist Grant applications:  
the **first weekday of October**.

**By Mail:** Postmarked by 1<sup>st</sup> weekday of October, 12:00 midnight.

**In Person:** completed applications must arrive at the UAC main office no later than 5:00 p.m. the first weekday of October.

**No exceptions will be made.**

**Notification date** is the first week of November.

The **grant start date** is November 1.

Grant must be **completed** within one year of the grant start date.

## **HOW TO APPLY**

Neither electronic or fax transmission nor e-mail are acceptable.

### **All applicants must submit the following:**

- the signed, original application, including proposal description and artist statement, four sets of each
- four copies of an artist's resume (not exceeding two pages in length) which includes educational background and professional achievements
- support materials in the numbers and formats specified in these guidelines
- self-addressed, stamped envelope for return of your support materials (or you may pick them up within 6 weeks of notification letter).
- a stamped, self-addressed postcard if you wish verification that the UAC received your application.

If you have any questions about this application, please contact:

Tay Haines, Artist Services (801) 236-7549  
Utah Arts Council  
617 East South Temple thaines@utah.gov  
Salt Lake City, UT 84102-1177

The Artist Grant application and guidelines may also be downloaded from the UAC web site: [www.arts.utah.gov](http://www.arts.utah.gov) (Available in Microsoft Word, Rich Text Format [RTF], or PDF.) Only hard copy is accepted.

## **GRANTEE REQUIREMENTS**

If you are awarded an Artist Grant, a grants letter is sent to you. At the conclusion of the grant period you must report by letter, providing a brief summary of your utilization of the grant funds. Credit must be given to the Utah Arts Council in all promotional materials pertaining to work produced with support of the Artist Grant. A statement such as, "This program is supported in part by a grant from the Utah Arts Council and the National Endowment for the Arts," must be part of credits, publicity and promotions. Awardees are required to articulate to their community how public support of artists benefits the community.

## **TAXABILITY OF GRANTS**

The Internal Revenue Service provides that some grants may be excluded from taxation under certain circumstances. The UAC encourages you to contact your CPA or local IRS office for detailed information after the award of your grant.

## IMPORTANT NOTES TO ALL APPLICANTS:

Review these guidelines carefully in preparing your application. Failure to comply with requirements results in the disqualification of your application.

An **artist resume** includes dates and locations of presentations of your work; dates and titles of publications that have included your work; any recognition or awards you have received; and relevant educational background.

### Additionally:

- you may submit only one application per review.
- do not include any unrequested material such as press reviews or letters of recommendation. They will not be reviewed.
- *do not send original artwork. Submit only duplicates of slides, manuscripts, video or audio tapes.* Original art will not be reviewed (with the exception of book arts and papermaking).
- please *do not staple* application copies or put application forms in binders or folders.
- label each item submitted with your name.
- all written material submitted should be on 8-1/2" x 11" white paper and typed or clearly printed in black ink, size 12 point or larger type, including slide scripts, manuscripts, resumes, etc.

## SUPPORT MATERIALS

Support materials are required with each application. The material required depends on the category in which you are applying. Since support materials are the means by which the artistic quality and aesthetic merit of the applicant's work is assessed, it is important to submit work that best conveys the concepts and /or techniques you employ. Quality and appropriateness of support materials are major considerations. Out-of-focus slides, illegible manuscripts, scratchy audio tapes, etc., are a liability.

All support material must be of *current work*: that is, work accomplished within the last **three** years. In general, submit support materials that are relevant to the application. One copy only of support material is required with the exception of scripts and literary submissions. If you believe your work cannot be adequately represented in one of the formats described, or does not fall within the three year definition of "recent," contact the Artist Services staff. Staff makes every effort to handle support materials and samples of work with care; however, the Utah Arts Council cannot be held responsible for any damage or loss that may occur.

**CRAFTS, PHOTOGRAPHY, VISUAL ARTS:** submit ten 35mm slides of recent work. Slides of details are accepted, but slides should represent a minimum of eight works. A consistent and cohesive selection of current work is recommended. The importance of quality slides can not be overemphasized. Traditional designs, from domestic altars to public vernacular forms (assemblages, yard art) must be submitted as slides. Please follow the slide preparation instructions for the submission of slides. Include one copy of a slide list. Paper makers may submit 8-10 samples of original work.

**ARTIST BOOKS:** If your work is published in sufficient quantity, submit one copy of three originals with application. Otherwise submit slide documentation. See "Crafts" above.

**DANCE:** Choreographers, dancers, and mime artists may submit two or three pieces of choreography or performance on VHS video cassettes. Applicants are urged to submit entire works. Highly edited works for promotional purposes or video art are not encouraged. Please follow the videotape preparation instructions below for submission of videotapes.

Include four copies of "Program Notes" as described below.

**DESIGN ARTS:** Includes architecture, landscape, graphic design, historic preservation, urban planning, fashion design, industrial design, interior design and commercial design. Support materials should represent the ongoing practice of design in the categories listed above. Submit ten 35mm slides or photographs (no larger than 8" x 10") of recent work. See "Crafts, Photography, Visual Arts" above and follow the slide preparation instructions for submission of slides. Support materials may also consist of design work produced or constructed, as well as drawings of proposals for works not yet realized. Fashion designers must also submit fabric swatches and slides of color illustrations. Architects, landscape architects, and urban planners may also submit clearly identified renderings/blueprints or specifications.

**LITERATURE:** Includes poetry, nonfiction, fiction. The applicant's name must appear on the title page. See "manuscript" formats for specifics for literature and theater.

**MEDIA ARTS:** Includes film, video, media installations, and audio. Film and video artists should submit two recent works on VHS cassette. A work-in-progress must be accompanied by a completed work. See "Videotape" below. Media installation artists should submit two works and support material clearly showing the nature of the installation. This may include a combination of slides, diagrams, scenarios, photographs, and/or a video of the installation. See "Videotape" preparation instructions. Audio artists submit two or three works on cassette tapes or CD. See "Audiotape" below. Screenwriters see manuscripts below. Include four copies of "Program Notes" as described below.

**MUSIC:** Composers and performers must submit two works recorded on cassette tape, compact disc, or videotape (each work *cued* on a *separate* cassette). Scores, lead sheets or other notations, if available, should accompany each tape or disc, with any tape cue indicated in the score. Please follow "Music Manuscript" and "Audiotape/Compact Disc" instructions for submission of scores, audiotapes, and CD's. Include four copies of "Program Notes" as described below.

**PERFORMANCE ART, INSTALLATIONS, EMERGENT FORMS:** Select the appropriate type of support material, i.e., audiotape, slides, manuscripts and/or videotape, that can properly represent your work. Consult the instructions for the support materials that you are submitting. Applicants must also submit a one-page description of work, "Program Notes," referring specifically to the audio and/or visual support materials.

**THEATER:** Includes acting, set and costume design, playwriting, and directing. Actors and directors submit a minimum of two works on VHS video cassette. Artists are encouraged to submit complete works for evaluation. See "Videotape" for details. Playwrights and screenwriters: see "Literature" and "Manuscript" for instructions. Designers see "Design Arts." Include four copies of "Program Notes." Musical theater see "Music" as well.

## FORMAT OF SUPPORT MATERIAL

**AUDIO TAPE/COMPACT DISC:** Label cassettes and boxes with your name, and title of work. Submit selections on 2-3 separate audio cassettes both cued and labeled. Reviewers listen to 3-10 minutes. Provide 4 copies of program notes on separate paper. (See "Program Notes" below.)

**MANUSCRIPT:** Each of 4 stapled manuscript copies should include a title page with your name, address, and year the work was written. All pages must be numbered. Do not attach or bind application forms or resumes to manuscripts. Manuscripts must be in English. Photocopied excerpts from books or periodicals, in published form, are not accepted. Typed manuscripts should be double spaced, on one side of an 8 1/2" x 11" sheet of white paper, in 12 point type or larger.

*Fiction and nonfiction writers:* submit no fewer than 20, and no more than 25 pages of work. If your sample is an excerpt, please include a one-page statement in the manuscript about where the excerpt fits into the whole, in order to orient the reviewers.

*Poets:* submit no fewer than eight, and no more than ten pages of poetry. Work may have been previously published but must be submitted as typed manuscript, and may be single-spaced. Shorter poems should be one to a page.

*Playwrights, screen writers:* submit 20-25 pages. Scripts must be typed or typeset in a professional format. Also submit a one-page synopsis or treatment for the work sample.

**MUSIC MANUSCRIPT:** Submit one copy of each music score. If there has been no

viable performance, music scores may be submitted without audiotapes. (Composers must submit at least one audio sample.) If the artist's name does not appear on the outside cover, attach a card with your name and address. Cite score as part of "Program Notes" as described below.

**SLIDES:** Mark your slides as follows: a. your name (last, first), b. number of slide, from 1-10, c. title of work, d. an arrow indicating top of work. To avoid jamming the projector, take care when applying tape, labels, or other materials to the slides. Glass slides are not acceptable. Note: slides are reviewed one at a time.

Writing directly on frames is preferable to affixing labels. Enclose in a clear plastic slide sheet as indicated in diagram above.

**SLIDE LIST: Visual Arts categories**

One copy of a slide list *must* be provided on a separate piece of paper with your name, the ten slides in the order they should be seen, the number of slide, title of work, date completed, medium and dimensions. If your work is a maquette, indicate the projected dimensions, material, and mark it "maquette."

**VIDEOTAPE:** Cue the segment(s) you wish reviewers to see. Reviewers view 3-10 minutes and may scan through the tapes. Preferably, each work should be on a separate tape. Promo tapes are not appropriate. Label the video cassettes and boxes with your name and the title of the work(s). Include 4 copies of "Program Notes," as described below.

**PROGRAM NOTES: Performing and Media Artists**

Four copies of program notes provide context for your support materials. In the sequence you wish work to be reviewed, include title, *identify CD track*, date produced or performed, total playing time and production credits. Clearly specify your role in the production. Musicians list the instrument they play in each composition. Dancers/Choreographers also include venue, performers' names, and composer(s) credits. Media artists include director, camera (if applicable) editor, and technical notes on output, "If offline, what is it?"



## SUPPORT MATERIALS CHECKLIST

Crafts:	10 labeled slides in slide sheet	1 copy
	slide list	1 copy
Photography:	10 labeled slides in slide sheet	1 copy
	slide list	1 copy
Visual Arts:	10 labeled slides in slide sheet	1 copy
	slide list	1 copy
Artist Books:	3 works or 10 labeled slides in slide sheet	1 copy
	slide list, or work sample list	1 copy
Dance:	VHS cassette, 2-3 works, labeled and cued	1 copy
	program notes	4 copies
Design Arts:	10 labeled slides in slide sheet	1 copy
	10 photographs (8" x 10" maximum)	1 copy
	slide or photograph list	1 copy
	drawings	
	fabric swatches	
	renderings/blueprints	
Literature:	specifications	
	manuscript including title page, stapled	4 copies
	<i>nonfiction</i> 20-25 pages	4 copies
	<i>poetry</i> 8-10 pages	4 copies
Theater:	<i>plays</i> up to 25 pages and 1-page synopsis	4 copies
	2 works on VHS cassette, labeled and cued	1 copy
Media Arts:	program notes	4 copies
	<i>film and video</i> 2 works dubbed onto VHS, labeled and cued	1 copy
	<i>installation</i> 2 works, slides, diagrams, scenarios, photos,	
	VHS video, labeled and cued	1 copy
	<i>audio</i> 2-3 audio works labeled and cued	1 copy
Music:	at least 2 works on CD or separate audio cassettes, labeled	
	and cued	1 copy
	program notes, identify CD tracks	4 copies
	<i>composers</i> 1 copy scores or lead sheets	1 copy

Performance Art/Emergent Forms:

audiotape, labeled and cued

1 copy

slides

1 copy

VHS cassette, labeled and cued

1 copy

description of work

4 copies

## **APPLICATION CHECKLIST**

We suggest that you make a fifth copy of the completed application for your records. Please check that you have included the following items in your application package

- Signed application form. Send original and 3 copies.
- 4 copies of one-page artist statement
- 4 copies of one-page proposal description
- 4 copies of artist resume
- For visual arts categories, 1 copy one-page slide list.
- For performing arts categories, 4 copies of one-page program notes.
- Self-addressed, stamped postcard for notification application received.
- Self-addressed stamped envelope for support materials if you wish to have them returned to you by mail.

Submit complete application package to:

Artist Services, Utah Arts Council, 617 East South Temple, Salt Lake City, UT 84102-1177

For information: (801) 236-7549

## ARTIST GRANT APPLICATION

**Deadlines:** the first weekday of **June** and the first weekday of **October**.

Note: this form may be photocopied and used as an original. Please type or print clearly.

Discipline: \_\_\_\_\_ circle: Mr. Ms.  
Legal Name last \_\_\_\_\_ first \_\_\_\_\_ (initial) \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_  
City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_  
Telephone (eve) \_\_\_\_\_ (day) \_\_\_\_\_ E-mail Address \_\_\_\_\_  
Social Security # \_\_\_\_\_ # Years Utah State Resident \_\_\_\_\_  
U.S. Congressional District # (please circle one) 1 2 3  
Place of birth: \_\_\_\_\_ Year of birth: \_\_\_\_\_

If you don't already receive *ArtOps* and would like to, check here: \_\_\_\_\_

**Dollar Amount Requested** (up to \$1200) \$ \_\_\_\_\_

Please check your race from the list below (for the National Information Systems Program for arts organizations).

American Indian/Alaskan Native  
Asian/Pacific Islander  
Black, not Hispanic  
Hispanic  
White, not Hispanic  
Multi-racial (combination of those above if no single race applies)

**Support materials information:** Please provide any information that may clarify the work you submit.

### Collaborations

If the application is collaborative, name collaborating artist(s) \_\_\_\_\_

### Assurances

--I certify that I am a Utah resident and have resided in Utah for the year immediately prior to this application.

--I certify that I am over 20 years of age and am not matriculated in a graduate or undergraduate degree program.

--I certify that all statements made in this application are true to the best of my knowledge.

--I acknowledge that the Utah Arts Council is not liable for damage or loss of materials submitted.

\_\_\_\_\_  
Artist's Signature

\_\_\_\_\_  
Date

**Return of Support Materials:**

(please check one)

--I have included self-affixed, sufficient postage on a return envelope, properly addressed, for return of support materials.

--I will pick up support materials from the Utah Arts Council within six weeks of receiving notification letter.

--I do not want my support materials.

Please note: the Utah Arts Council is not responsible for unclaimed support materials 6 weeks after notification letter is sent.

*Visual Artists:* Slides not retrieved will be forwarded to the Visual Arts Program or to the Public Art Program of the Utah Arts Council, each of whom maintain slide registries.

**Artist Statement**

Describe the focus or current direction of your work. Concepts or major aesthetic concerns may be briefly discussed here. Please type your statement. You may use one additional single-sided page.

**Proposal description**

Describe your proposed use of the grant funds, including general budget and how the grant will advance the development of your work. Be as specific and clear as possible. You may use one additional single-sided page.

**Recommended Panelists (Optional)**

Every two years, the Utah Arts Council draws from a file of potential panelists. Please list below the names of artists and/or arts professionals who you believe could most strongly represent your field of activity(ies) in the panel review. Persons interested in serving as volunteers on the panels should send a resume to the Utah Arts Council/Panel Review.

Name

Discipline

(Address and Phone if known)